

~~CONFIDENTIAL~~

MEETINGS - 6

8 May 1958 -- Thermo copies sent to each division chief, with note: "Please submit information requested in the attached memo on Attendance at Professional Meetings to Chief/G by 27 May."

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MEMORANDUM FOR: Chief, Control Staff

Chief, Intelligence Information Staff  
Executive Secretary, EIC Secretariat  
Chief, Economic Research  
Chief, Geographic Research ✓

SUBJECT: Attendance at Professional Meetings, Fiscal Year 1959

1. For planning as well as budgetary purposes, it is requested that you submit to the Chief, Administrative Staff by 31 May 1958 a list of the professional meetings to be held during Fiscal Year 1959 to which you expect to send individuals either on a full Agency sponsorship or a duty-status-only (without reimbursement for travel costs) basis. This listing should include the following information.

- a. The professional society or association
- b. The location of the meeting
- c. Inclusive dates of attendance
- d. The number of personnel to attend (list number for full Agency sponsorship and duty status only separately)

2. The requested information is in addition to the data you are currently preparing in connection with your detailed travel estimates for Fiscal Years 1959 and 1960 which includes total number of trips, general areas to which travel will be performed, average duration of each trip, and general purpose of such travel. The information requested herein is more specific with respect to travel in connection with attendance at professional meetings and should, of course, be integrated with the data on other travel submitted in connection with the budget estimates.

3. During the year, any changes to the listing submitted should be forwarded to the undersigned in sufficient time to permit evaluation of the budgetary implications involved.

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Chief, Administrative Staff, ORR